



State of Louisiana

DIVISION OF ADMINISTRATION
OFFICE OF THE COMMISSIONER


M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

July 2, 2003

MEMORANDUM

TO: Department Undersecretaries and Fiscal Officers

FROM: Mark C. Drennen
Commissioner of Administration 

SUBJECT: Policies and Procedures for Collection of Accounts Receivable

This memo is to ensure that all appropriated agencies are aware of and following the requirements for policies and procedures per Act 904 of the Regular Session of 2001 (copy attached). Briefly, the Act states, "The Cash Management Review Board under the supervision of the commissioner of administration shall oversee the development and implementation of the collection policies and procedures manual in each state agency and is authorized to adopt rules and regulations in furtherance of this responsibility." These policies and procedures were first published as a Notice of Intent in Volume 28, Number 06 of the *Louisiana Register* dated June 20, 2002 and codified in Volume 28, Number 11 of the *Louisiana Register* dated November 20, 2002 (copy attached).

Each state agency must either adopt the general policies and procedures as published in the *Louisiana Register*, or develop agency-specific policies and procedures and obtain the approval of the Cash Management Review Board. Each agency should verify that appropriate collection and procedures have been adopted and implemented. For agencies adopting agency-specific policies and procedures, they must be submitted to and approved by the Cash Management Review Board at the following addresses:

Cash Management Review Board, P. O. Box 44154, Baton Rouge, LA 70804-4154

Your assistance in implementing collection policies and procedures is greatly appreciated. Should you have questions or need additional information, please contact Mr. Clyde Buzzard at 342-0710, or Mr. Howard Karlton at 342-0708.

MCD/wjk

Attachments (2)

c: The Honorable John N. Kennedy, Treasurer
Grover Austin, Acting Legislative Auditor